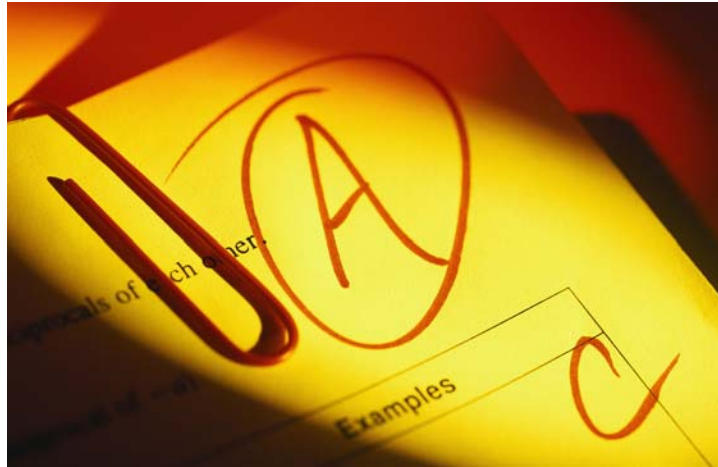


# ACADEMIC ADVISING HANDBOOK



## Academic Advisement Center Bloomsburg University

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### **A MESSAGE TO THE FACULTY:**

Academic advising is one of the most important responsibilities of a faculty member at Bloomsburg University. Through the advisement process, faculty members facilitate successful attainment of students' educational/career goals. Advisors assist students in making decisions that will optimize the educational experience at Bloomsburg University. With this in mind, the *Academic Advising Handbook* has been designed so that faculty advisors can provide the most up-to-date and accurate information to students regarding academic and other requirements for graduation. The information in the handbook is complementary to information that appears in other university publications, including the university website, advisement newsletters, and department progress sheets.

I encourage you to familiarize yourself with the information contained in the handbook. If you have suggestions of ways that this handbook can be improved to meet your advising needs, please contact the Academic Advisement Center. We want this handbook to be a valuable resource to you.

I want to thank the faculty and staff who assisted in the preparation of the handbook. I am confident that your colleagues will find it helpful.

Dr. James E. Mackin  
Provost and Vice President for Academic Affairs

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# ACADEMIC ADVISING PHILOSOPHY

## *Statement of Philosophy*

Academic advising is an important part of Bloomsburg University's commitment to the process of educating the student. Advising involves both the development and communication of accurate information regarding course selection, degree programs, resources, university policies/procedures and career opportunities intended to help students in attaining educational goals.

At Bloomsburg, faculty provides the academic advisement services to the students in their academic majors. Undeclared students (those students who have not yet declared a major) are advised in the Academic Advisement Center. Advisement is a process of continuing consultations between the student and their assigned advisor.

Advisors serve as facilitators of communication, a source of information, a coordinator of academic planning, an assistant in helping the student to solve academically related concerns and as agents of referral to other individuals and campus resources. ***Both the advisee and the advisor share the responsibility of being active participants in the advisement process.***

The success of the academic advising mission hinges on the extent to which advisors carry out their responsibilities and the extent to which the advisees take the responsibility in making decisions regarding their personal and educational goals.

1. The advising process for students who have declared a major needs to involve faculty members who have the knowledge, experience and interest in developing communication with students that is genuine, sincere and confidential.
2. The advising of individual students involves being available to assist students in a variety of their life activities while at Bloomsburg University. Recognizing that students differ in terms of the variety and urgency of their need for help, advisors should be particularly interested in the academic planning, scholastic achievement, career planning and social adjustment of their assigned students. Such advising should be based on the evaluation of skills and abilities and the identification of student's personal priorities.

**The foundation of the advising process is the relationship between the advisor and the student.** The advisor should encourage the advisee to maintain regular contact with him/her in order to promote a more meaningful undergraduate experience and to foster a strong and continued relationship. In this process, the advisors help students to review and develop their educational objectives in a professional, helpful and mutually respectful atmosphere that allows students to . . .

- become well informed about policies and procedures, curricular options and academic program requirements;
- clearly define their educational objectives;
- plan programs which incorporate their interests, abilities and career goals; and
- make full use of the facilities and resources available at Bloomsburg University.

## *The Importance of Advising*

**As an advisor, you are important to students because . . .**

- ✓ You are a **principal contact** between new students and the university.
- ✓ You **personalize the university** for your students. In a real sense you, as advisor, are an embodiment of the institution, linking BU to its students.
- ✓ You provide students a **lifeline to the administration**.
- ✓ You are a **role model**.
- ✓ You are a **coordinator of your students' educational experience**.

**Your effective advising benefits your students by helping them to . . .**

- ✓ Attain their educational and career objectives.
- ✓ Achieve GPA's consistent with their ability and various program requirements.
- ✓ Develop a meaningful relationship with you.

**Your effective advising benefits BU. Effective advising results in . . .**

- ✓ Students having a satisfying educational experience and developing a positive attitude towards BU.
- ✓ Higher retention rates by providing a bond to BU. Students having a personal acquaintance with faculty and staff can develop a lifelong association with BU.

## *Guidelines for Academic Advising*

### **Role/Responsibilities of the Advisor . . .**

- **Know the names of advisees that he/she is responsible for advising.**
- **Clearly define advisor/advisee responsibilities for an advisee.**
- **Inform advisees of appropriate deadlines.**
- **Become well acquainted with each advisee's academic and educational needs.**
- **Help evaluate a student's academic abilities/grades (match with the student's selected major).**
- **Discuss a student's education plans (interests).**
- **Actively obtain/maintain current information on each assigned student.**
- **Provide students with current academic information about procedures, policies and requirements for their degree program.**
- **Assist the student in developing course schedules and offer advice on student choices of General Education courses and electives.**
- **Provide advisees with information concerning alternatives, limitations and possible outcomes of academic choices.**
- **Direct students to available campus resources according to their individual needs.**
- **Encourage students to review their academic progress regularly, searching for possible conflicts or omissions.**
- **Listen to personal (non-academic) concerns of advisees and refer, if necessary.**
- **Provide advice about graduate/professional school and job opportunities.**

## *Critical Contact Times*

There are critical times during the semester for you to meet with your advisees.

- Mid-term grade reports are issued for freshmen approximately two weeks after mid-term grades are reported if the student has any grades of C- or below. Contact these students to discuss their situation.
- Prior to scheduling - before the student is able to schedule using STINF it is important to discuss their progress and be sure they are on track for graduation. Check the BU website: <http://departments.bloomu.edu/registrar/SchedulingInfo.htm>
- Academic Probation - when a student has a QPA below a 2.0 he/she is placed on academic probation. The student has two semesters to get his/her grades to a 2.0 or will be academically dismissed. Discuss the situation with them and teach them how to compute their QPA (see page 21 for a sample worksheet).
- Prior to making schedule changes, you should review their progress toward graduation.
- When a student is experiencing personal or academic adjustment problems it is important to speak with them and possibly refer them to campus resources.

## *Tips and Tools*

### **Before Seeing Students:**

If possible, increase your office hours during peak registration periods. Have on hand . . .

- The advisement folder for each student
- The majors and minors worksheets
- **The BU website:** <http://departments.bloomu.edu/registrar/SchedulingInfo.htm> – **please read carefully, it contains:**
  - a. Information on General Education requirements (see page 10-11)
  - b. Scheduling access dates and times
  - c. Areas of study with restrictions for admissions
  - d. A section on advisement information
  - e. University procedures for adding courses, withdrawal from the university, changing majors, holds, pass-fail options, repeating courses, etc.
  - f. Current policies
- Understand how to access the on-line undergraduate college catalog for information on majors and course descriptions on the website: [www.bloomu.edu/catalog](http://www.bloomu.edu/catalog), STINF, FCINF, and CAPS.

## ***Academic Advisement Program Summary***

Advisement at Bloomsburg University is provided by our faculty and the Academic Advisement Center. The university is genuinely committed to this concept and feels that all of our students have a right to this type of knowledgeable advisement.

The following is a breakdown of the various components and stages of the overall program:

### **I. Fall Freshmen**

- A. First and second semester class schedules are prepared by the Registrar's Office for all new fall freshmen and reviewed by the appropriate chairs to make any necessary revisions. The schedule is based on the student's major requirements, courses available and their listed preferences.

The student receives a copy of this schedule at the summer orientation session. This provides an additional opportunity for the student to review and revise it with the approval of the advisor. The intent of this system is to remove any burden of scheduling from the new students and provide them with an appropriate freshman schedule. **Encourage students to check their schedule on STINF prior to attending class to ensure no changes have been made (room location, class time, etc.).**

- B. New students are assigned an academic advisor very early in their first semester. This assignment is made within the department of their major. This advisor will generally stay with the student throughout their tenure at the university, although the student does have a right to request a change of advisors. This request should be made to the chairperson of the department.

- C. The summer orientations include sessions specifically designed to begin the academic advisement process. Topics of discussion should include - -

1. Introduction to major and department
2. General Education requirements
3. Career pathways
4. Free electives
5. Information on faculty
6. Advisement in general
7. Minors/career concentrations

## II. Upper-class Students

- A. Upper-class students are advised by the faculty in their major area. However, these students are expected to prepare their own class schedules with the assistance, advice and approval of their assigned advisors. Students are encouraged to contact their advisor on a regular basis to discuss various academic and career issues, not just for scheduling of classes.
- B. All upper-class students who have remained undeclared are the responsibility of the Academic Advisement Center (excluding ACT 101 and EOP). Assignment of advisors to this group will be done through the Academic Advisement Center.

## III. Undeclared Students

The university has a significant number of students who have not chosen a major. Some are truly undecided while many are unable to enter the major of their choice. They are the responsibility of the Academic Advisement Center. The AAC reviews fall schedules for new students, assigns their advisors and meets with them periodically in groups and individual sessions (excluding ACT 101 and EOP).

These advisement sessions with the undeclared students include:

1. Assignment of advisor
2. Scheduling process
3. Selection of major/alternate choice
4. General Education requirements
5. Minors/career concentrations
6. Review of academic policies
7. Maintaining advisor contact
8. Program entry requirements

Undeclared students are urged to select a major as soon as possible that is reasonable and compatible with their skills, abilities, aptitudes, etc. They are strongly encouraged to declare a major by the time they have earned 45 credits.

This is a group of students that require close attention and particularly sensitive advisement. As with other students, the undeclared may also request a change of advisor. This request is made in the Academic Advisement Center.

IV. **Declaration/Change of Area of Study**

- A. Any declaration or change in the area of study (major, minor, career concentration, advisement area) must be officially recorded in the Academic Advisement Center. This must be done in person by the student, preferably while school is in session.

In addition to the first major, which is the minimum required to graduate, a student may also declare a second major, a minor, a career concentration or an advisement area. Any combination is allowed as long as the student understands that it may require additional time and/or credits to complete along with the permission of the appropriate chair(s) and/or dean(s). The final verification of the completion of any of the above is to be provided by the department(s) or area(s) involved.

- B. The following is included for informational purposes:

1. Major - area/program of study
2. Minor - completion of a minimum of 18 credit hours within an academic discipline as prescribed by that discipline (only in approved areas)
3. Career concentration - completion of 9 to 11 courses selected to help develop the basic competencies essential for entry into and mobility within a career area or profession
4. Advisement area - a group of courses taken (beyond the major) to increase the likelihood of acceptance into and success in various professional areas, e.g. pre-law, pre-med, pre-dentistry, etc.

V. **Academic Advisement Center**

- A. The Academic Advisement Center is responsible for organizing, developing and implementing a comprehensive advisement program to be utilized throughout the university. The Director reports to the Assistant Vice President for Academic Affairs.

- B. The Academic Advisement Center will - -
1. Gather and disseminate appropriate academic advising materials to the faculty advisors of the various departments
  2. Be familiar with campus-wide advising problems and make suggestions for the improvement of the advising program
  3. Act as a reference service and respond to questions from faculty advisors and students
  4. Be responsible for and coordinate the academic advising program for undeclared students
  5. Provide academic advising in-service training for all new faculty
  6. Be responsible for recording all changes and/or declaration of area of study

7. Maintain constant dialogue with the appropriate departments, chairs, deans, faculty and staff
8. Strive to continually update and improve the overall advising program at Bloomsburg University

VI. **Other Advisors**

Although teaching faculty are the primary academic advisors at Bloomsburg University, there are others involved to support the overall program. Administrative faculty and peer advisors may be utilized with special populations or where the advisor/advisee ratios are extremely high.

VII. **Other Groups With Unique Needs**

- A. Transfers
- B. Summer freshmen
- C. January freshmen
- D. Non-Degree-credit
- F. Non-Traditional-age

Although all of these students have an opportunity to attend at least a brief orientation session, they are entering the university with individual needs. The Academic Advisement Center staff makes an attempt to see all of the above, either in groups or in individual sessions. The purpose of these sessions is to define, explore and respond to these specific needs.

G. Student-Athletes: Conflict Avoidance Scheduling

When advising student-athletes, it may be helpful to know that they will be given an advantage in scheduling to minimize conflicts with practices and competitions.

Athletes should be directed to contact their coach(es) for specific times and dates to begin scheduling.

Advisement at Bloomsburg University is considered to be an integral part of the academic climate and curriculum. As such, the university provides a strong commitment to and is constantly reviewing the overall program and striving to make it more complete, efficient and effective.

# General Education Requirements

## Introduction

Effective Fall, 2003. The College of Liberal Arts, College of Science and Technology, College of Business and College of Professional Studies at Bloomsburg University of Pennsylvania administer undergraduate curricula.

Each curriculum, leading to a baccalaureate degree, requires successful completion of at least 120 semester hours in the major, general education and free electives. This section deals with general education; requirements for each major are listed under department headings on the BU website. While electives are unrestricted, it's helpful to consult with a faculty adviser.

When a student makes a tentative choice of a major, preliminary or prerequisite courses required in that major are assigned. Admission is selective or restrictive at the junior year entry level for some curricula. The university is not bound to admit the student if the student is not admissible according to the competition for available spaces or other selective criteria.

Students who plan to major in two departments must have a major adviser in each department and meet all of the major requirements of each department and all of the general education requirements. Double majors in some departments may require more than the minimum 120 semester hours for graduation. Double majors in departments in two colleges must have the permission of both college deans to declare a double major.

## Goals

The goals of the present general education program at Bloomsburg University are to develop:

1. An ability to communicate effectively;
2. An ability to think analytically and quantitatively;
3. A facility to make independent and responsible value judgments and decisions according to high ethical values and life-long goals;
4. An appreciation of the need for fitness and life-long recreation skills;
5. A capacity for assessing the validity of ideas and an understanding of the approaches used to gain knowledge through development of critical thinking abilities;
6. A greater appreciation of literature, art, music, and theater through stimulation of one's creative interests;
7. An understanding of our society and the relative position of an individual in this society;
8. An understanding of the relationship between an individual to her/his physical and biological environments;
9. A familiarity with the major contributions of human knowledge in the humanities, social sciences, and mathematics;
10. An awareness and global understanding of the relative position of the individual in the world community.

## Specific Requirements:

- 1. Communication (Goal 1) 9 credits**
  - a. Two courses (6 credits) consisting of Composition 1 (20.101) and one of the University approved second level writing or writing-intensive literature courses.
  - b. One additional course (3 credits) from the approved list of communication courses.
- 2. Quantitative/Analytical Reasoning (Goal 2) 3 credits**

Three credits from the approved list of quantitative/analytical reasoning courses.
- 3. Values, Ethics, and Responsible Decision-Making (Goal 3) 3 credits**

Three credits from the approved list of values, ethics, and responsible decision-making courses.
- 4. Fitness and Recreation Skills (Goal 4) 2 credits**

Two credits from the approved list of fitness and lifelong recreation skill courses.
- 5. Diversity Requirement (Goals 7 & 10) 6 credits**

Six credits (two courses from different departments) which are from an approved list of diversity focused courses. Diversity courses are to focus wholly on topics related to gender, race, ethnicity, religion, language, and/or global perspectives that provide an in-depth knowledge and understanding of cultural diversity. Diversity courses may be taken in general education, in the major, or as free electives.

**\*\*Approved General Education courses can be found at [www.bloomu.edu/catalog/gened](http://www.bloomu.edu/catalog/gened)**

## Distribution Requirements

Thirty six (36) credits are required with 12 credits required from each of the three general academic areas of humanities, social sciences, and natural sciences and mathematics. No more than six credits from a given academic major may count toward this distribution requirement.

At most one course which an individual uses to satisfy the Specific Requirements in communication, quantitative/analytical reasoning or, values/ethics, may be used to satisfy distribution requirements in the Distribution Requirements Humanities (A), Social Sciences (B), or Natural Sciences and Mathematics (C). The Bloomsburg University Curriculum Committee (BUCC) or an individual academic department with the approval of the BUCC may exclude any of its courses from being counted as a distribution requirement.

**Group A—Humanities & the Arts**

**12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the humanities (Goal 5), creative interests in and appreciation of art, literature, music, and theater (Goal 6), knowledge of major contributions in the humanities (Goal 9), and global awareness (Goal 10). At least three different humanities departments must be represented in these 12 credits with two or more credits taken from each department selected. Humanities departments include:

10-19 Languages and Cultures	26 Theatre Arts	30-32 Art
20 English	27 Mass Communications	35 Music
25 Communication Studies	28 Philosophy	42 History

**Group B--Social & Behavioral Sciences**

**12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the social sciences (Goal 5), an understanding of our own society and the place of an individual in that society (Goal 7), knowledge of the major contributions in the social sciences (Goal 9), and global awareness (Goal 10). At least three different social sciences departments must be represented in these 12 credits with two or more credits taken from each department selected. Social sciences departments include:

40 Economics	44 Political Science	48 Psychology
41 Geography	45 Sociology	49 Social Work
43 Criminal Justice	46 Anthropology	

**Group C--Natural Sciences & Mathematics**

**12 credits**

Twelve credits from courses developing an understanding of approaches to gain knowledge in the natural sciences (Goal 5), an understanding of the relationship of the individual to her/his environment (Goal 8), and knowledge of the major contributions in the natural sciences and mathematics (Goal 9). At least three different natural sciences and mathematics departments must be represented in these 12 credits with two or more credits taken from each department selected. Natural sciences and mathematics departments include:

50 Biological and Allied Health Sciences	53 Mathematics
51 Geosciences	52 Chemistry
	54 Physics

**Suggested Guidelines for Students when Choosing General Education Courses**

Consider taking a course to - -

1. Build on a strength
2. Improve yourself in a weak area
3. Complement your major
4. Investigate a new area and broaden your horizons
5. Increase your awareness of social and environmental problems/concerns and cultural diversity
6. Improve your communications, both written and oral
7. Improve your analytical skills
8. Develop a second language
9. Become computer literate

**General Do's and Don'ts to Share with Advisees:**

**DO**

- treat General Education courses as important part of the educational experience
- consider them in conjunction with or as an extension of chosen major
- consider them to be an opportunity to do more than the minimum

**DON'T**

- choose these courses on the basis of avoiding certain times, departments or professors
- choose only “easy” courses and avoid those with higher standards and requirements



## Academic Advisement Center General Education Course Requirements

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

### SPECIFIC COURSE REQUIREMENTS

#### 1. Communication (9 credits)

20.101 English Composition 1      3      \_\_\_\_\_

\_\_\_\_\_ 3 \_\_\_\_\_

One second level writing or writing-intensive literature course from the approved list\*

\_\_\_\_\_ 3 \_\_\_\_\_

Any communication course from approved list\*

#### 2. Quantitative-Analytical Reasoning (3 credits)

Any course from approved list\*

\_\_\_\_\_ 3 \_\_\_\_\_

#### 3. Values, Ethics & Responsible Decision Making

(3 credits) Any course from approved list\*

\_\_\_\_\_ 3 \_\_\_\_\_

#### 4. Fitness & Recreation Skills (2 credits)

Any course(s) from approved list\*

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

### Cultural Diversity Requirements

Each student must successfully complete two courses (6 credits) from different departments on the approved list of Diversity Focused courses.\*

**These courses may be applied toward courses for the major, general education, or free electives**

\_\_\_\_\_ 3 \_\_\_\_\_

\_\_\_\_\_ 3 \_\_\_\_\_

\* = See [www.bloomu.edu/catalog](http://www.bloomu.edu/catalog) for the approved list of General Education requirements.

### The BIG Picture

General Education Requirements      53 credits

Required Courses for a Major      \_\_\_\_\_ credits

Electives      \_\_\_\_\_ credits

Total needed to earn a Bachelor's degree      120 credits

### DISISTRIBUTION REQUIREMENTS

#### Group A - Humanities and the Arts (12 credits)

Must have 4 courses from 3 different departments.

30-32 Art	25 Communication Studies	20 English
42 History	10-19 Language & Culture	27 Mass Communications
35 Music	28 Philosophy	26 Theatre Arts

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

#### Group B - Social & Behavioral Sciences (12 credits)

Must have 4 courses from 3 different departments:

46 Anthropology	43 Criminal Justice	40 Economics
41 Geography	44 Political Science	48 Psychology
45 Sociology	49 Social Work	Incl: 70.101, 72.152, 90.101

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**The following courses are NOT eligible for Group B credit:**

40-156 Bus & Econ Math, 40-180 Special Topics, 40-256 Bus & Econ Stats I, 40-356 Bus & Econ Stats II, 40-455 Econometrics, 40-470 Senior Seminar, 40-480 Adv Special Topics, 40-490 Independent Study, 41-350 Adv Planning

#### Group C - Natural Sciences & Math (12 credits)

Must have 4 courses from 3 different departments.

50 Biological & Allied Health Sciences	51 Geosciences & Earth Science	
52 Chemistry	53 Mathematics	54 Physics

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**The following courses are NOT eligible for Group C credit:**

50-230 Human Sexuality, 50-205 Intro to Nutrition, 50-254 Implications Biology, 58-180 CAD Eng Graphics

### ELECTIVES

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**The student is ultimately responsible for satisfying all graduation requirements.** 11/06

**BLOOMSBURG UNIVERSITY MAJORS, MINORS AND CAREER  
CONCENTRATIONS (as of May 2007)**

**College of LIBERAL ARTS**

Undeclared  
 Anthropology  
 Art History  
 Art Studio  
 Communication Studies\*  
   Comm Studies – Interpersonal  
   Comm Studies – Social Influence  
   Comm Studies – Organizational  
 Criminal Justice\*  
 Economics\*  
 Economics w/Business Minor\*  
 English  
   Creative Writing  
   Secondary Education  
 Exercise Science\*  
 French  
 German  
 History  
 Mass Communications\*  
   (three internal tracks)  
 Music – Liberal Arts  
 Music – History & Literature  
 Music – Audio Video Recording  
 Music – Education  
 Philosophy  
 Political Science  
 Political Science – Legal Studies  
 Psychology\*  
 Sociology\*  
 Social Work\*  
   Pre-Social Work\*  
 Spanish  
 Theater Arts

\*indicates permission slip needed and/or gpa requirement

**College of SCIENCE & TECHNOLOGY**

Undeclared  
 Biology (BA & BS)  
 Bio (BS) BioTechnology  
 Bio (BA) Natural History  
 Bio (BS) Micro  
 Bio (BS) Pre-Med Science  
 Bio (BS) Env Science  
   Clinical Lab Science  
   Pre-Cytotechnology + transfer  
   Pre-Occupational Therapy + transfer  
   Pre-Pharmacy + transfer  
   Pre-Physical Therapy (BA)  
   Pre-Physicians Assistant (BA)  
   Medical Imaging\*  
 Chemistry (BA & BS)  
 Chem (BS) BioChemistry  
 Chem (BS) Clinical Option  
 Computer Forensics  
 Computer Science  
 Elect Engineering Technology (BS)  
 Engineering Sci 3+2/Physics (BA)  
 Geography  
   Urban/Regional Planning  
   Environmental Planning  
 Geosci: Earth Science  
 Geosci: Environmental Science  
 Geosci: Planetary Science  
 Geosci: Geology  
 Health Physics  
 Math (BA & BS)  
 Math (BA) Statistics  
 Physics (BA & BS)

**College of BUSINESS**

Bus Adm – Accounting\*  
 Bus Adm – Bus Information Systems\*  
 Bus Adm – Finance\*  
 Bus Adm – Management\*  
 Bus Adm – Management Info Systems\*  
 Bus Adm – Marketing\*  
 CIS – Computer Info Systems\*  
 Bus Education\* (One area)

**College of PROFESSIONAL STUDIES**

Elementary Education  
NK3 (Early Childhood)  
NK3/Elementary Education

Secondary Education+ area of  
concentration  
**ALSO** listed as a double major in  
corresponding area of conc.

Special Education  
Special Educ/Elem Educ  
Interpreter Training\*(moratorium)  
Nursing  
Audiology & Speech Pathology

ALL areas of Professional Studies require  
permission and/or gpa

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**Minors:**

Accounting  
Anthropology  
Art History  
Art Studio  
Audio & Speech Pathology  
Biology  
Business  
Business Information Systems  
Chemistry  
Communication Studies  
Computer Forensics  
Computer Science (S/T)  
Computer Sci - Web Development  
Criminal Justice  
Economics  
Educational Technology  
Electronics  
English  
Entrepreneurship  
Ethnic Studies  
French  
Geology  
Geography  
German  
History  
Latin American Studies  
Legal Studies  
Management  
Marketing  
Mathematics

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Mathematics - Statistics  
Music  
Office Information Systems  
Philosophy  
Physics  
Political Science  
Psychology  
Sign Language  
Sociology  
Spanish  
Theater Arts  
Women's Studies

**Career Concentrations:**

Audio Recording Technology  
Chinese  
Community Service  
Environmental Planning  
Family/Children/Youth  
Fraud Examination  
Gerontology  
Human Resource Management  
Information Assurance  
International Business  
Organizational Relations  
Outdoor Leadership  
Physical Recreational Leader  
Public Administration Management

# ACADEMIC POLICIES

## **ACADEMIC GRIEVANCES (PRP 3592)**

Procedures have been established to provide students with a system by which to grieve complaints of alleged academic injustices relating to grades or other unprofessional conduct in the traditional teacher/pupil relationship. They are outlined in the student handbook, the Pilot.

## **NON-ACADEMIC GRIEVANCES (PRP 4862)**

Procedures are also available to provide students with a system to grieve complaints of alleged injustices relating to violation, misinterpretation or discriminatory application of non-academic policies and procedures, and/or the conduct of professional non-professional and student employees. These procedures are outlined in the Pilot.

## **WITHDRAWAL FROM A COURSE (PRP 3462)**

After the schedule change period and continuing until three weeks past mid-term, if a student withdraws from a course a grade of "W" will be recorded. As a means of notification of the instructor to the intent to withdraw, a student is required to obtain his/her instructor's, or chair of instructor's department, signature on the withdrawal form.

No withdrawals will be permitted after the close of the work day three weeks after the middle day of the semester.

Prior to the last week of classes, in exceptional circumstances, for compelling, justified and documented reasons, the Dean of the College in which the course is being taught may waive these restrictions. Poor academic performance will not constitute grounds for late withdrawal.

A limit of four (4) withdrawals during the degree program shall apply. (Withdrawal from the University is an exception). Faculty are encouraged to include the University late withdrawal policy on the syllabus distributed to students at the beginning of the semester.

## **WITHDRAWAL FROM THE UNIVERSITY (PRP 3581)**

A student may withdraw from the university by completing a withdrawal form available at the Office of the Registrar. Students withdrawing in absentia must submit a written request to the Office of the Registrar.

When students withdraw during the semester, the grade of W is recorded for each course on the student's schedule if the withdrawal occurs prior to the beginning of the final examination period. Students may not withdraw during the final examination period.

The effective date of the withdrawal is the date on which the student signs the official withdrawal form in the Office of the Registrar or the date on which the written request is received by the Office of the Registrar for a student withdrawing in absentia.

**Note (FYI):** A student who does not officially withdraw from the university is automatically withdrawn if the student does not register during the next fall or spring semester. In this instance, the withdrawal date becomes the last business day prior to the beginning of the new semester.

A student may request a leave of absence for a specified period by completing the appropriate forms at the Registrar's Office or the Admissions Office. To be eligible for a leave of absence a student must be in good academic standing or making minimum progress toward good standing and must request the leave of absence prior to the registration date of the intended period of absence. A student on a leave of absence is assured a place in the semester designated.

#### **CHANGE OF AREA OF STUDY (PRP 3424)**

A student who wishes to change from one area of study to another must file a request in the Academic Advisement Center. Please keep in mind that no such change is valid until this transaction is formally completed in the AAC. Permission to enter the new curriculum may require approval of the dean of the college (or his/her designate) in which it is offered. In this case, approval will depend on available space and may depend on recommendations from advisors.

#### **PASS-FAIL POLICY (PRP 3454)**

There are two circumstances in which the usual grading scheme (A, A-, B+, etc.) may be replaced by Pass/Fail (P/F). The first is the Pass/Fail Option for Students which may be elected by a student. The second is Pass/Fail Only Courses which allows a department to offer a course only pass/fail when appropriately approved.

##### **I. Pass/Fail Option for Students**

After attaining sophomore standing, a degree student may elect courses on a pass/fail basis until the final day of registration in accordance with the following rules:

1. A maximum of two courses (not more than eight semester hours in total) may be included as part of the minimum graduation requirement of 120 semester hours. No more than one Pass/Fail Option course may be taken in any one semester.
2. Courses taken using the Pass/Fail Option must be free electives. No required courses may be taken using the Pass/Fail Option. Required courses are those used to satisfy requirements for majors (including required cognate courses), minors, or general education.

3. The instructor is not informed that the course is being taken on a Pass/Fail Option basis.
4. Grades are translated later into grades of "P" or "F" with the grade of "P" recorded for a grade of "D" (1.0) or higher and the grade of "F" recorded for "E."
5. A grade of "P" and "F" does not enter the computation of a quality point average.
6. If, subsequent to the completion of a course on a Pass/Fail Option basis, the student should change his/her major to one in which the instructor's original grade is required, he/she may request that the chairperson of the academic department be notified of the actual letter grade earned.
7. A student who has received a grade of "E" in a course may not take it later on a Pass/Fail Option basis.
8. The student may revoke a decision to take a course on a Pass/Fail Option basis. The revocation must be completed by the close of the business day three weeks after the middle day of the semester. This will allow the pass/fail option to be used again.

## II. Pass/Fail Only Courses

1. A department may apply to have one (or more) of its courses to be offered on a Pass/Fail Only basis. (Approval must be given by the college curriculum committee, college dean, university curriculum committee and provost. See the Omnibus Course and Program Development Cover Sheet.)
2. A course that is offered on a Pass/Fail Only basis is exempt from all the restrictions except I-4 listed under Pass/Fail Option for students.
3. In particular, such a course may be used to meet general education requirements or requirements of a major when appropriately approved). Furthermore, a course which is offered on a Pass/Fail Only basis shall not be included in the two course maximum of the Pass/Fail Option for Students.
4. A grade of "P" and "F" does not enter the computation of a quality point average.

## **COURSE REPEAT POLICY (PRP 3452)**

A maximum of four courses numbered 100 and above in which grades of C-, D+, D or E have been recorded may be repeated. The initial grade remains on the transcript and is part of the student's permanent record. Quality points are awarded for the grade of the repeated course only. The grade of the repeated course is part of the permanent record and is used to calculate the student's quality point average. Multiple repeats of the same course are considered as one repeat. A course taken at Bloomsburg University in which a grade of C-, D+, D or E has been earned and repeated at another institution of higher education is included in the permitted maximum number of repeats.

## **NORMAL LOAD AND OVERLOAD**

The normal load of a student in any semester is 15 semester hours. A student in good standing is limited to 18 semester hours unless he/she receives permission for an overload by his/her academic advisor. A grade point average of 3.00 or higher is required of the student before permission can be granted for an overload.

## **GRADES, QUALITY POINTS AND QUALITY POINT AVERAGES (PRP 3522)**

### 1. Definition of Grades

The grades given at Bloomsburg University are defined as follows:

A - Excellent

B - Above Average

C - Average

D - Minimum Passing Grade

E - Failure

W- Withdrawn

I - Incomplete. This grade is given only when the student has been unable to complete certain of the obligations of the course due to circumstances beyond his/her control and when a plan for completion of the course requirements is developed by both the student and the instructor. When the work has been completed a permanent grade is submitted by the instructor to replace the grade of "I". Unless specifically stated in a written plan filed in the Registrar's Office, it is assumed that the work will be completed prior to the end of the next semester. If the plan is not fulfilled within the time specified, the instructor has the option of replacing the grade of "I" with an appropriate grade during the semester which follows the termination date of the plan. Otherwise, the grade of "I" remains a part of the student's record (it is not subject to change at a later time). In the case of graduate students, the grade of "I" is replaced by the symbol N which remains permanently on the student's record.

A request for extension of time for the removal of a grade of "I" may be granted upon approval of the instructor and the dean of the college after suitable documentation has been presented indicating that circumstances above and beyond the control of the student persist or new circumstances of that nature have developed.

P - Passed. Applied when the student has taken a course on a pass-fail basis.

F - Failed. Applied when a student has taken a course on a pass-fail basis.

V- Audit

R- Research in Progress

N- No Credit (applies to graduate courses)

X- No Grade Reported

2. Quality Points

Grades are awarded on the following scale:

<u>Grade</u>	<u>Quality Points</u>
A	4.00 (superior attainment)
A-	3.67
B+	3.33 (above average)
B	3.00
B-	2.67
C+	2.33
C	2.00 (average attainment)
C-	1.67
D+	1.33
D	1.00 (minimal attainment)
E	0.00 (failure)
F	pass-fail (failure)
P	pass-fail (pass)
W	withdrawal
V	audit
X	no grade reported

3. Quality Point Average

To compute cumulative quality point average, multiply the quality point value of the grade received in a course by the number of credits the course is worth. This gives the number of quality points per course. Total the quality points and divide into the total number of credits. (Grades of I, R, W, P, F, V or X are not included.) For example:

<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>Quality Points</u>
General Psych	B+ x	3	= 3.33 x 3 = 9.99
World Geog	A x	3	= 4.00 x 3 = 12.0
Comp 1	B- x	3	= 2.67 x 3 = 8.01
Concepts Bio	C+ x	<u>4</u>	= 2.33 x 4 = <u>9.32</u>
<b>TOTALS</b>		13	39.32 QP

Divide **39.32** by **13** to arrive at a **3.02** cumulative Quality Point Average.

**Semester QPA** is computed by including only the courses of a single semester.

**Cumulative QPA** is computed by including all courses taken to date at BU.

If a course has been successfully repeated, the credits are counted only once in the computation. If a course is successfully repeated at another accredited institution of higher education, the credits for the failure at Bloomsburg University are deleted from the computation.

## Academic Advisement Center Grade Point Average Computation Sheet

Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Semester \_\_\_\_\_ Cumulative GPA to Date \_\_\_\_\_ Possible Major \_\_\_\_\_

Subject	Grade	Quality Points per grade*	Credits per class	Quality Points per class	Class Repeat QPs
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
_____	_____	= _____	x _____	= _____	- (_____) = _____
Semester TOTAL (A) _____					(B) _____
Credits					Quality Points

**Semester GPA =** \_\_\_\_\_  
(B ÷ A)

**Projected Cumulative GPA at End of Semester:**

Credits this semester	_____	- (_____) =	_____	Quality Points this semester	_____
	(A)	Repeat Credits			(B)
			+		+
Credits Attempted to date	_____			Quality Points to date	_____
<b>Total Credits Attempted</b>	_____			<b>÷ Total Quality Points</b>	_____
	(C)				(D)

**Cumulative GPA =** \_\_\_\_\_  
(D ÷ C)

\_\_\_\_\_ Required to avoid probation      \_\_\_\_\_ Required to avoid dismissal

*Quality Points per Grade			
A = 4	B+ = 3.33	C+ = 2.33	D+ = 1.33
A- = 3.67	B = 3	C = 2	D = 1
	B- = 2.67	C- = 1.67	E = 0

## ACADEMIC RETENTION STANDARDS (PRP 3446)

### Earned Credit Hours

Full-time continuously enrolled undergraduate degree students: to maintain satisfactory progress toward the completion of a degree, the student must earn a minimum of 24 credit hours in any given 12 month period (including credit hours earned in developmental studies courses).

Part-time undergraduate degree students: to maintain satisfactory progress within any 12 month period, the student must earn credit hours as prescribed below:

Hours Attempted

- Up to eight credits one-half of all credit hours attempted must be earned.
- Nine and above two-thirds of all credit hours attempted must be earned.
- **Note:** Hours earned for a repeated undergraduate course are not counted twice.

### Academic Good Standing

To be in academic good standing a student must possess a 2.00 or higher cumulative quality point average.

### Academic Probation

Students who fail to meet the above stated earned credit hour requirements are granted an additional grading period on probation in which they must earn a minimum of eight (8) credit hours.

Any student with a cumulative quality point average below 2.00 is on academic probation. Students who are on academic probation have two grading periods to obtain academic good standing provided they make progress toward academic good standing at the conclusion of the first probationary grading period (possess a higher cumulative quality point average than the cumulative quality point average that placed them on probation initially).

**Please note:** An automatic “hold” will be placed on students’ records when the QPA drops below 2.0, which will prevent those students from scheduling or registering. Department chairs, secretaries, or faculty in the department of the major can remove the “hold”.

### Academic Dismissal

Earned credit hour probation students who fail to earn a minimum of eight (8) credit hours during the next grading period are placed on academic dismissal.

Any first semester degree student who achieves less than a 1.00 cumulative quality point average is placed on academic dismissal.

Cumulative quality point average probation students who fail to make progress towards academic good standing after one grading period or fail to achieve academic good standing after two grading periods are excluded from registration and their academic records are marked “academic dismissal”.

Unless reinstated by the Academic Review Board, students under academic dismissal are ineligible to attend any courses in any capacity offered by the university for a period of at least one calendar year. At the conclusion of this period of separation, they are eligible to seek readmission.

## **EVALUATION OF TRANSFER CREDITS (PRP 3343)**

### **Transfer Students:**

Evaluation of credit earned at other institutions for transfer students is recommended by the Admissions office with final approval by the department chairperson. Credits for acceptable courses transfer. Grades, quality points, and grade point averages do not transfer.

College level courses completed with a grade of C (2.0/4.0) or above from a two-year or four-year institution, accredited by one of the regional accrediting agencies, are usually transferred for a degree student. With the exception of courses covered by the State System of Higher Education Academic Passport Policy, courses taken with a grade of less than C (2.0/4.0) will not transfer to Bloomsburg University.

Transfer credit will be deleted if the student subsequently registers for courses which substantially duplicate the content of courses accepted for transfer.

When the substitution of transfer credit for a required course is in question because the course was taken in an unaccredited institution or because the description of standards of the course is unclear, a student is entitled to an opportunity to validate the course by examination.

Correspondence courses are subject to acceptance to a total that does not exceed fifteen semester hours if taken from a college or university accredited by one of the regional accrediting agencies and acceptable by that institution toward graduation in a baccalaureate degree curriculum.

Courses taken in another institution on a pass-fail basis are acceptable for transfer as free electives, if they conform to the conditions for such grades at Bloomsburg University. (See Policy 3454)

### **Enrolled Students:**

A Bloomsburg University undergraduate degree student desiring to enroll at another accredited college or university for the purpose of transferring credits to his or her Bloomsburg degree program, shall first obtain approval for transferring credit by completing the Prior Approval for Transferring Credit, obtaining both the advisor’s and chairperson’s signatures and forwarding the form to the Registrar’s Office for approval. Once approved, the student will be sent a copy of this “Prior Approval” form.

## **GRADUATION REQUIREMENTS (PRP 3604 – Effective Date: August 22, 2005)**

A candidate for graduation for the bachelor degree must have earned a 2.00 or higher cumulative quality point average, satisfied the residence requirements, and completed all academic and other applicable requirements.

Graduation from Bloomsburg University requires the successful completion of at least 120 semester hours, to include:

1. completion of the curriculum of an approved major program;
2. completion of general education requirements;
3. an average of 2.00 or higher in all courses required by the major program.

The last 60 semester hours of credit toward graduation must be in courses taken in an accredited four-year degree-granting institution. At least 30 of the last 60 semester hours credited toward a bachelor degree must be earned at Bloomsburg University. At least fifteen semester hours of courses in the major discipline (excluding cognate courses) must be earned at Bloomsburg University. Exceptions to this policy will be made only by the college dean with the recommendation of the appropriate department chairperson

Secondary education majors in foreign languages must have satisfied the departmental examination requirement.

The diploma fee must have been paid.

All financial obligations to the university must have been cleared.

## **TRANSCRIPTS**

Students may request official and unofficial transcripts at the Registrar's Office. Official transcripts bear the university seal and the Registrar's signature. Official transcripts are usually required for prospective employers, graduate and professional schools and when applying to other universities and colleges.

Each transcript request must be in writing and must contain the signature of the student. (A copy can be downloaded from [www.bloomu.edu/forms/TransReq.pdf](http://www.bloomu.edu/forms/TransReq.pdf) ) There is no charge for transcripts. Students should allow a minimum of five days for processing of transcript requests. During certain heavy demand times, such as the end of the semester, a processing time of one to two weeks might be encountered. The Registrar will provide an unofficial transcript to the advisor provided the advisor makes the request and if the document is to be used for advisement purposes only.

## FCINF: Faculty Information System

**Confidentiality of Records Information:** Bloomsburg University adheres to the federal Family Educational Rights and Privacy Act (F.E.R.P.A.) and Pennsylvania’s “Right to Know Law.” Users of confidential student records information must comply with the provisions of both statutes. Information about F.E.R.P.A. can be found on the Office of the Registrar Homepage.

Access to confidential information on the Faculty Information System and the university’s database is limited by security levels:

- faculty: access to course information
- advisor: access to advisee information
- chairperson: access to departmental advisees
- dean: access to majors within the college

Confidential information includes, but is not limited to, student ID numbers, class schedules, grades, grade point averages, etc. Questions regarding disclosure of information should be directed to the Director of Planning, Institutional Research and Information Management or the Registrar.

**The Faculty Information System (FCINF)** is a menu driven system designed to give faculty easy access to various forms of electronically recorded information useful in advising students. The advising information is available through the **CAPS** program. Course specific information is available through both FCINF and the TIP transaction screens. Because FCINF is menu driven, acquiring certain student information does not require a transaction code. The menu options of FCINF provide quick access for the most frequently used transaction codes.

**The FCINF System has the following options:** Student information, course information, advisement hold placement and release, view faculty schedule and office hours, enter/update faculty office hours, transfer course evaluation. **Also available is an online grading function.** Please note that the curriculum advisement and progress option is no longer available through FCINF on the TIP transaction screens. Users must access CAPS through FCINF on the web (ot.bloomu.edu/fcinf). CAPS is used to guide advisors and students to the courses needed to complete the student’s Program of Study. The student information option is used to view student course requests and schedules along with other related student information. The course information option gives course and section listings, statistics, class lists and final grade verification reports.

## **CAPS: Curriculum Advisement & Progress System**

The **Curriculum Advisement & Progress System (CAPS)** is used to help guide advisors and students to the courses needed to complete the student's Program of Study. Upon entering the system, the MAIN Menu screen lists the available selections.

Click on **Checklist Menu**.

### **Checklist**

The checklist is a listing of a student's courses taken, requested and scheduled and shows how the courses fit into a particular Program of Study assigned or selected. Program of Study can be changed to see where courses fit in different majors.

### **Short Checklist**

Shows only what courses have and are presently being taken.

#### ➤ **Session Data & Exception Courses**

This option provides a complete listing of a student's year and session information including credits attempted, credits earned, cumulative quality points and current quality point average. It also displays course withdrawals, pass/fails, etc.

#### ➤ **Courses Taken**

This option shows the numerical ordering of all the courses a student has taken, requested or scheduled; the course credit value; the grade obtained and various messages pertaining to course information.

#### ➤ **Major and General Education Requirements**

This option provides a breakdown of the major and general education courses per Program of Study for a particular major.

#### ➤ **List Students for an Advisor**

This option lists an advisor's advisees in alphabetical order. The student's identification number (social security number), Program of Study, cumulative credits earned, current semester on-campus box number and telephone number is displayed.

#### ➤ **List Advisees with Mid-Semester Grades**

This option lists all students with mid-semester grades recorded for an advisor.

#### ➤ **List Advisors**

This option lists advisors for a particular department or cost center.

- **Program of Study Codes and Descriptions**  
If you want to view a complete list of all the available Program of Study Plans currently available at Bloomsburg University, select this option.
- **List Students Expecting to Graduate or Recent Graduates**  
This option allows you to view information on students expecting to graduate and/or recent graduates.
- **List students in a Program of Study**  
Lists all students in a particular program of study.
- **List students in Program of Student as Second Major**  
Allows you to view all students who have declared a particular program of study as their second major.
- **Count Students by Programs of Study**  
Shows the total number of students in each program of study.

The **Student Information** option includes: Course Requesting, Course Scheduling, Biographical Information, Housing Information and Academic Information. Several of these options have a corresponding transaction code from the Decision Support System. Please refer to the Transaction Guide available from Computer Services for additional help.

The **Course Information** option displays course information, including course/section listings (CSE24), course/section statistics (ENR62), course request statistics (CSE17), course history (CSE21), class lists (ENR26) and grade verification. To view your schedule of courses and office hours, select this option.

**Note:** CAPS may not be a reliable source to check graduation requirements.

**Phone numbers and locations you might find helpful...**

<b>Academic Advisement Center</b>	216 SSC	389-4271/4003
<b>Accommodative Services</b>	043 SSC	389-4491
<b>Admissions Office</b>	104 SSC	389-4318
<b>Andruss Library</b>		389-4704
<b>Business Office</b>	WAB (main entrance-left)	389-4013
<b>Campus Police</b>	UBS	389-4170/4168
<b>Career Development Center</b>	201 SSC	389-4070
<b>Catholic Campus Ministry</b>	353 College Hill	784-3123
<b>Child Care Center</b>	ERH (rear outside entrance)	389-4547
<b>Community Government Association</b>	421 KUB	389-4467
<b>Counseling &amp; Human Development</b>	240 SSC	389-4255
<b>Developmental Instruction</b>	040 SSC	389-4492
<b>Financial Aid Office</b>	119 SSC	389-4279
<b>Graduate Office</b>	212 CEH	389-4015
<b>Greek Affairs Office</b>	349A KUB	389-4997
<b>Honors Program</b>	LRH (lower entrance)	389-4713
<b>Information Desk</b>	KUB (patio entrance)	389-3900
<b>International Education</b>	236 SSC	389-4199
<b>Intramural Sports</b>	Recreational Center	389-4885
<b>Multicultural Center</b>	229 KUB	389-4510
<b>Protestant Campus Ministry</b>	423 KUB	389-4950
<b>Quest Office</b>	SiH (lower level)	389-4323
<b>Registrar</b>	150 SSC	389-4263
<b>Residence Life Office</b>	ERH (right lower level)	389-4089
<b>ROTC Air Force</b>	BMC Annex	389-2196
<b>ROTC Army</b>	BMC Annex	389-2123
<b>Social Equity Office</b>	115 WAB	389-4528
<b>SOLVE Office</b>	224 SSC	389-4788
<b>Student Health Center</b>	324 KUB	389-4451
<b>Student Life Office</b>	329 KUB	389-5151
<b>Student Support Services</b>	268 SSC	389-3606
<b>Technology Support Services</b>	1221 MCHS	389-4357
<b>Tutorial Services</b>	030 SSC	389-2720
<b>Veterans Affairs</b>	150 SSC	389-4270
<b>VOICE (The)</b>	101 KUB	389-4457
<b>Writing Center (The)</b>	206 BCH	389-5232

BCH – Bakeless Center for Humanities	MCHS – McCormick Ctr. for Human Services
BMC – Buckingham Maintenance Center	SiH – Simon Hall
CEH – Centennial Hall	SSC – Warren Student Services Center
ERH – Elwell Residence Hall	UBS – University Book Store
KUB – Kehr Union Building	WAB – Waller Administration Building
LRH – Luzerne Residence Hall	